

Indiana Staffing Factors Related to Family Day Care Home Monitoring

PURPOSE: To establish the factors to be used to determine if a sponsoring organization has an adequate number of FTE's devoted to the monitoring function.

SCOPE: Sponsors of Family Day Care Homes (at least 50 homes) and sponsors of centers (at least 25 centers).

DESCRIPTION: Federal regulations at §226.16(b)(1) require that sponsors of homes employ staff sufficient to ensure that, for each 50-150 homes sponsored, at least one full-time equivalent (FTE) staff year was devoted to monitoring. Center sponsors are required to devote one FTE to monitoring for every 25-150 of their centers. A full-time equivalent staff year, or FTE, is the amount of work that one person, working full-time (40 hours per week) would perform in a year (2080 hours).

The State Agency is required by §226.6(f)(2) to develop factors it will consider in determining whether, within the acceptable Federal monitor-to-facility range, an individual sponsor has devoted an adequate number of FTE's to the monitoring function. The Federal monitor-to-facility range is 1 FTE for each 50-150 homes sponsored and 1 FTE for every 25-150 sponsored centers.

The following factors will be considered in evaluating an acceptable monitor-to-facility ratio for each sponsor:

1. Monitor review findings from previous CACFP reviews
 - a. Site reviews must meet time requirements, be unannounced, be conducted during a meal service, and must take place at various meals.
 - b. Determine the number of homes that have not been monitored as required and divide by the total number of approved homes. If there is a greater than 10% variance, decrease the monitor ratio by 25 homes for each 10 percent variance.
 - c. Determine the number of centers that have not been monitored as required and divide by the total number of approved centers. If there is a greater than 10% variance, decrease the monitor ratio by 5 centers for each 10 percent variance.

2. Experience level of monitors
 - a. Decrease the monitor ratio by 50 homes for each monitor staff employed less than 6 months.
 - b. Decrease the monitor ratio by 5 centers homes for each monitor staff employed less than 6 months
3. Experience level of providers/center staff
 - a. Decrease the monitor ratio by 25 homes for each 10% increase in new providers.
 - b. Decrease the monitor ratio by 5 centers for each 10% increase in new centers.
4. The ability of sponsor to accommodate providers/center staff who are not proficient in the English language
 - a. Decrease the monitor ratio by 25 homes or 5 centers for each 10% of approved homes/centers with the language barrier problem for which there is not staff person to accommodate the foreign language.
5. The dispersion of facilities within the state
 - a. Decrease the monitor ratio by 25 homes or 5 centers when the monitor personnel are in one location and must travel to various areas of the state.
6. The ability of the monitor staff to comprehend and follow CACFP program regulations and policies relating to the monitor function
 - a. Reduce the monitor ratio by 50 homes or 5 centers for each monitor who has trouble following program regulations and policies.
7. The ability of the provider/center staff to comprehend and follow CACFP program regulations and policies relating to the monitor function.
 - a. Reduce the monitor ratio by 50 homes for every 10 providers or 5 centers for every center having trouble following program regulations and policies.
8. The growth rate of sponsored facilities
 - a. Each additional 50 family day care homes will require an increase in the staff to conduct the monitor visits by .5 FTE.
 - b. Each additional 10 centers will require and increase in the monitor staff by .5 FTE.

FNS Instruction 796-2, revision 3 requires sponsors to have job descriptions for all staff. USDA strongly recommends that job descriptions include the percentage of time each staff person devotes to monitoring-related activities. These can be submitted with the management plan to document monitoring-related FTE's.

Participating sponsoring organizations must be in compliance with the Standards effective October 1, 2003, which is the beginning of Fiscal Year 2004. The State Agency will review budgets, management plans,

job descriptions, and the staffing requirement addendum to evaluate compliance with this policy.

SOURCE: Public Law 106-224, the Agricultural Risk Protection Act of 2002; USDA Memorandum dated February 21, 2003: Monitor Staffing Standards in the Child and Adult Care Food Program; CACFP Federal Regulations